

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE COMMITTEE

DATE: NOVEMBER 8, 2006

COMMITTEE MEMBERS PRESENT:

SUPERVISORS MONROE
BELDEN
STEC
O'CONNOR
BENTLEY
CHAMPAGNE
VANNESS
KENNY

COMMITTEE MEMBER ABSENT:

SUPERVISOR TESSIER

OTHERS PRESENT:

JOAN PARSONS, COMMISSIONER OF ADMINISTRATIVE &
FISCAL SERVICES

PAUL DUSEK, COUNTY ATTORNEY

JOAN SADY, CLERK, BOARD OF SUPERVISORS
SUPERVISORS

CAIMANO

GABRIELS

GERAGHTY

RICHARD MURPHY, DEPUTY COMMISSIONER OF FISCAL
SERVICES

FRANK O'KEEFE, COUNTY TREASURER

JUDY HARRIS, AUDITOR

JULIE PACYNA, PURCHASING AGENT

JOY LAFOUNTAIN, ASSIGNED COUNCIL ADMINISTRATOR

MATT SOKOL, TOWN OF QUEENSBURY

NICOLE LIVINGSTON, SECOND DEPUTY CLERK

Mr. Monroe called the meeting of the Finance Committee to order at 10:00 a.m.

Motion was made by Mr. Belden, seconded by Mr. Champagne and carried unanimously to approve the minutes of the October 4th meeting subject to correction by the Clerk of the Board.

Copies of the Finance Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Mr. Monroe began with the first item of the agenda which was a Request for Transfer of Funds for which supervisory committee approval had been obtained as necessary.

Motion was made by Mr. O'Connor, seconded by Mr. Champagne and carried unanimously to approve the request and the necessary resolution was authorized for the November Board meeting.

Proceeding with the agenda review, Mr. Monroe apprised that items 2a and 2b were referrals from the Criminal Justice Committee. Item 2a, he said, was from the Probation Department specifically, and requested an amendment to the 2006 County budget to increase estimated revenues and appropriations in the amount of \$5,308 to reflect the receipt of DNA Funding.

Motion was made by Mr. O'Connor, seconded by Mr. Bentley and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the next Board meeting. A copy of the resolution request is attached to the minutes.

Mr. Monroe advised that item 2a was a request made by the District Attorney's Office to amend

the 2006 County budget to increase estimated revenues and appropriations in the amount of \$10,000 to reflect the receipt of grant funds for the CARE Center from the National Children's Alliance.

Motion was made by Mr. Bentley, seconded by Mr. VanNess and carried unanimously to approve the request to amend the Budget as outlined above and the necessary resolution was authorized for the November Board meeting.

The third agenda item detailed requests referred by the Federal Programs Committee, Mr. Monroe explained. He stated that item 3a was a request from the Employment & Training Administration to amend the 2006 County budget to increase estimated revenues and appropriations in the amount of \$400,567 to reflect the receipt of Workforce Investment Act funding.

Mr. Caimano asked why the amount of funds were so great and Mrs. Parsons advised that the funds were supplied by federal grants which were received at this time each year. Mr. Monroe noted that the amount was actually less than what was normally received.

Motion was made by Mr. Bentley, seconded by Mr. Belden and carried unanimously to approve the request to amend the 2006 County Budget as outlined above and the necessary resolution was authorized for the November Board meeting.

Mr. Monroe advised that items 3b(1) and 3b(2) were requests from Office for the Aging to amend the 2006 County Budget. He said that item 3b(1) asked for an amendment to increase estimated revenues and appropriations in the amount of \$28,000 to reflect the receipt of LTCIEOP (Long Term Care Insurance Education and Outreach Program) revenues. Mr. Monroe added that item 3b(2) requested an amendment to increase estimated revenues and appropriations in the amount of \$20,000 to reflect the receipt of SPAP (State Pharmaceutical Assistance Program) revenues.

Motion was made by Mr. Kenny, seconded by Mr. Belden and carried unanimously to approve items 3b(1) and 3b(2) respectively as outlined above and the necessary resolutions were authorized for the November Board meeting.

The fourth item of the agenda, Mr. Monroe apprised, were referrals from the Information Technology Committee. He explained that item 4a was a request to amend the 2006 County budget to increase estimated revenues and appropriations in the amount of \$22,200 to cover the 20% "finders fee" payment to PhoneReview as part of the telephone costs review.

Mr. O'Connor asked if the funds noted were savings received from the hiring of PhoneReview and Mr. Monroe responded that the savings were actually \$111,000 and 20% of those funds were to be paid out, leaving a net savings of \$88,800.

Motion was made by Mr. VanNess, seconded by Mr. Stec and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the November Board meeting.

Item 4b, Mr. Monroe stated was a request to amend the 2006 County budget to increase estimated revenues and appropriations in the amount of \$15,000 to cover the expense of computer-related

courses offered by Microknowledge. Mr. Monroe added that it was his understanding that the funds would be paid initially by the Information Technology Department but would be billed back to each Department partaking of the training.

Motion was made by Mr. Belden, seconded by Mr. Champagne and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the next Board meeting.

Mr. Monroe advised that the fifth item of the agenda was a referral from the Mental Health Committee to amend the 2006 County Budget to increase estimated revenues and appropriations in the amount of \$8,748 to reflect an increase in State Aid.

Mr. Belden asked if increased State Aid revenues had to be spent immediately and Mrs. Parsons advised that there had been a contract previously approved with Glens Falls Hospital that would require those funds. Mr. Champagne noted that in cases such as these the funds were marked for use before they were even received.

Motion was made by Mr. Bentley, seconded by Mr. VanNess and carried unanimously to approve the request as outlined and the necessary resolution was authorized for the November Board meeting.

Proceeding with the agenda review, Mr. Monroe apprised that the sixth item listed was a referral from the Parks, Recreation and Railroad Committee amending Resolution No. 311 of 2006; thereby amending the 2006 County budget to decrease estimated revenues and appropriations in the amount of \$11,144.67 to reflect the receipt of actual State snowmobile grant funds in the amount of \$21,475.21.

Mr. Champagne asked why the funds had decreased and Mr. Monroe explained that the grant funds were estimated based on state-wide snowmobile registrations. He noted that because the number of registered snowmobiles had decreased, the funding had also. Mr. VanNess asked if the estimated amounts had already been distributed to the snowmobile clubs leaving a deficit, and Mr. Monroe replied that they had not. He added that an indication of funds had been given but no specific amount had been promised. Mr. Champagne stated that if the funds were based on the prior years registrations the funding should be much higher next year due to increased registrations this year.

Motion was made by Mr. Stec, seconded by Mr. Champagne and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the November Board meeting.

Items 7a-d were referrals from the Planning and Community Development Committee, Mr. Monroe said. He listed the requests as follows:

- A) To establish Capital Project H267.9550 280 - Quality Communities Phase II - in the amount of \$15,000 with the source of funding to be a transfer from H249.9550 280 - First Wilderness Corridor 2005;

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- B) To decrease Capital Project H249.9550 280 - First Wilderness Corridor 2005- in the amount of \$15,000, pursuant to Item A above;
 - C) To establish Capital Project H268.9550 280 - GIS Software - in the amount of \$96,250 with the source of funding to be State Archives Records Administration Program grant funds.
 - D) To establish Capital Project H269.9550 280 - Outdoor Drama - in the amount of \$50,000 with the source of funding to be a transfer from the Board of Supervisors budget A.1010 470 - Legislative Board - Contract.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to approve items 7a-d respectively as outlined above and the necessary resolutions were authorized for the November Board meeting.

Mr. Monroe explained that the eighth agenda item was a referral from the Social Services Committee to amend the 2006 County budget to increase estimated revenues and appropriations in the amount of \$956,277 to cover the shortfall in the MMIS (Medicaid Management Information System). Mr. Monroe noted that the net funds needed were \$596,174 and a source of funding needed to be determined.

Mr. Belden stated that it was his understanding that New York State had capped the MMIS so there would be no shortfall. Mr. Monroe explained that the estimated cap used was less than the actual cap leaving a shortfall. Mr. Kenny noted that because actual figures were used to determine the cap for 2007 a shortfall should not occur in the next year and Mr. Monroe agreed. Mrs. Parsons advised that \$244,092 had been received from New York State because the weekly shares had been overpaid by Warren County; however, it was not enough to meet the full need of the estimate versus the actual cap.

Mr. Monroe reminded the Committee that a source of funding needed to be determined for the shortfall. He noted that there were only two possibilities for the funding which were either unappropriated surplus funds or a budget note. Mrs. Parsons advised that if a budget note were used it would be transferred to unappropriated surplus funds anyway.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to approve the request to amend the 2006 County budget to increase estimated revenues and appropriations in the amount of \$956,277, with \$596,174 to be drawn from unappropriated surplus funds and the balance from other sources, to cover the shortfall in the MMIS. The necessary resolution was authorized for the November Board meeting.

Resuming agenda review, Mr. Monroe apprised that item nine was a referral from the Support Services Committee, specifically the County Auditor, requesting a transfer of funds in the amount of \$18,515 to cover the final payroll check of the former County Auditor as well as Sick Leave Incentive for two current employees. Mr. Monroe noted that a source of funding needed to be determined for these costs also; however, he said, the funds could be transferred from Unallocated Insurance.

Mr. Kenny asked why the amount requested was so high and Mrs. Parsons explained that the figure included accumulated vacation time and one half of the former employees sick leave. Mr.

Champagne asked if 100% of an unlimited amount of vacation time was paid by the County and Mrs. Parsons replied affirmatively, stating that this was the procedure for administrative positions. She noted that a total 140 sick days could be accumulated and former employees were paid for half of that total.

Mr. Kenny questioned the standard for accumulation of vacation time from year to year and Mr. Dusek explained that vacation time was supposed to be used by the end of the year at which time any unused vacation hours would be lost. However, he noted, if special written permission were given by the Chairman of the Board vacation time could be carried over.

Motion was made by Mr. VanNess, seconded by Mr. Stec and carried unanimously to approve the request for a transfer of funds in the amount of \$18,515, from Unallocated Insurance, to cover the final payroll check of the former County Auditor, as well as Sick Leave Incentive for two current employees. The necessary resolution was authorized for the November Board meeting.

Mr. Monroe advised that items 10a and 10b were referrals from the Westmount Health Facility & Countryside Adult Home Committee. He said that item 10a was a request to amend the 2006 County budget to increase estimated revenues and appropriations in the amount of \$45,000 to reflect the receipt of IGT (Inter-Governmental Transfer) Funds.

Motion was made by Mr. Champagne, seconded by Mr. VanNess and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the November Board meeting.

Item 10b, Mr. Monroe advised, was a request to establish Capital Project H270.9550 280 - Air Handler Installation - in the amount of \$125,000 with the source of funding to be A.9950 910-Transfer-Capital Project.

Mr. Belden asked if the funds for this project were available within the budget and Mr. Champagne noted that they were. Mr. Monroe advised that remaining funds from other projects and projects that were not yet scheduled would be transferred to cover the costs of the air handler installation. Mr. Belden stated that if funds needed for other projects were transferred they would have to be found when those projects were needed. Mr. Caimano stated that although Mr. Belden's comment was valid, the reason the 2007 Budget proposal had increased was to cover all expenses anticipated without removing funds from other projects.

Motion was made by Mr. Champagne, seconded by Mr. Kenny and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the November Board meeting. A copy of the resolution request is on file with the minutes.

Mr. Monroe apprised that the eleventh item of the agenda was a request from Paul Dusek, County Attorney, to address the Committee with respect to amending Resolution No. 591 of 2006 to change the terms of the contract between the Glens Falls Hospital Behavioral Health Services and the Warren County Correctional Facility. Mr. Dusek explained that the resolution authorized a specific amount to be paid by Warren County for each of three years in connection with a contract held with Glens Falls Hospital to provide mental health services for the Warren County Correctional Facility. He noted that these services were mandated by New York State, and as such were necessary. Mr. Dusek said that the resolution specified the payment of \$62,913 in 2007, \$64,800 in 2008 and \$66,744 in 2009; he said that these numbers were based upon what

the Community Services budget expected from New York State in terms of funding. The problem with the resolution, Mr. Dusek apprised, was that if the funds were not received Warren County would be responsible for fulfilling the contract. He suggested that the resolution be amended to include the provision that if funding from the State was not received to subsidize the program, either Glens Falls Hospital or Warren County would have the option of terminating the contract due to lack of funding at the close of each year.

Mr. O'Connor noted that whether the funding was received or not the services provided by Glens Falls Hospital Behavioral Health Services were required by New York State and must be maintained. He stated that it would be prohibitive to search out alternative arrangements for these services and it was best to maintain the relationship with Glens Falls Hospital, no matter who was responsible for payment.

Mr. Caimano said he did not agree with the principal that New York State had mandated the inclusion of these services and had the option of not funding them. He reminded the Committee that it was entirely possible for the State to discontinue funding the program and Warren County would be required to cover the costs.

Mr. Monroe asked what services were provided under the contract and Mr. Dusek replied that mental health services were provided to inmates with suicidal tendencies and such. He added that Glens Falls Hospital Behavioral Health Services maintained an active presence at the Warren County Correctional Facility. Mr. Champagne stated that pre-screening services were also provided to determine which inmates required psychiatric evaluation.

Mr. Belden agreed with Mr. Caimano's comment and Mr. Dusek stated that the amendment to the resolution would allow the contract to be dissolved if the funding was discontinued. Mr. O'Connor advised that he did not disagree with the amendment; however if the contract was dissolved the services mandated by New York State must still be provided and he said that he did not feel Warren County would be able to secure the services at a lesser cost. Mr. Monroe suggested that the services could be purchased on an hourly basis; however, the cost would fluctuate from year to year and Mr. O'Connor replied that the costs for the services on an hourly basis would be much greater than the current arrangement.

Mr. Monroe said that, as suggested by Mr. O'Connor, it may be cost prohibitive for Warren County to pay the contracted amount regardless of the State funding received. Mr. Dusek advised that if the State funding ceased, the current contract could be dissolved and another negotiated based on Warren County funding, possibly for a lesser amount. He added that Glens Falls Hospital was not willing to provide services under the current contract if State funding was not received. Mr. Caimano noted that the Hospital was required to maintain a certain amount of free services and these might qualify. Mr. Dusek replied that may be; however, the amendment to the resolution allowing the contract to be nullified would make such negotiations possible.

Mr. Monroe asked how this issue had been dealt with in the past and Mr. O'Connor advised that this was a new State mandate as far as requiring a contract for mental health services. He said that he thought in the past the inmates requiring evaluation were sent directly to a psychiatric hospital in Marcy, New York.

Discussion ensued with respect to the matter.

Motion was made by Mr. Belden, seconded by Mr. O'Connor and carried unanimously to amend Resolution No. 591 of 2006 to change the terms of the contract between the Glens Falls Hospital Behavioral Health Services and the Warren County Correctional Facility as per Mr. Dusek's suggestion and the necessary resolution was authorized for the November Board meeting.

Mr. Dusek advised that he had a second issue to address which had not been included on the agenda. He reminded the Committee that Warren County had been making progress on the proposed Health and Human Services Building and the Municipal Center additions and renovations. Mr. Dusek said that the next step in this process was for the County to declare itself as lead agency status. He added that the material had recently been prepared to declare this status and in order to be prepared for the November Board meeting, a resolution was needed to authorize Warren County to be named as lead agency and to begin the SEQR (State Environmental Quality Review) process.

Motion was made by Mr. Champagne, seconded by Mr. Bentley and carried unanimously to declare Warren County as lead agency for the SEQR process, relative to the Health and Human Services Building and Municipal Center additions/renovations and the necessary resolution was authorized for the November Board meeting.

Mr. Monroe advised that Joy LaFountain, Assigned Council Administrator, was in attendance to address the committee. Mrs. LaFountain apprised the Committee that although she was aware the salary increase she requested had been cut from the tentative budget, she was unable to fiscally survive without the salary increase. Mr. Caimano noted that the request was a sizable amount which they were unable to grant. Mrs. Parsons advised that in 2006 Mrs. LaFountain had been granted half of the request submitted for a salary increase. She added that, as with all other Departments, salary increases had been removed in order to reduce the 2007 tentative budget ; however, she said, Mrs. LaFountain would receive the same 3% increase as all other Warren County employees.

Discussion ensued with respect to the matter.

Concluding the Agenda review, Mr. Monroe noted that items approved by the Personnel Committee that required Finance Committee action were Items 1 and 5b.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to approve the aforementioned Personnel Items 1 and 5b. (*Please see the minutes of the November 8, 2006 Personnel Committee meeting for details.*)

Mr. Kenny commented that as the construction and renovations of the Municipal Center proceeded, special efforts should be made to avoid any unnecessary disruptions to revenue generating Departments such as DMV (Department of Motor Vehicles) and the County Clerks Office. He noted that during times of construction, the re-routing of services and customers caused inconveniences which might lead those customers to obtain the necessary services elsewhere and lending the possibility that they might not return to this facility in the future.

Mrs. Parsons suggested that the advertisement for a Human Resources Director be placed for printing on Sunday, November 12th and responses received until November 24th at which time qualifications would be confirmed. Mrs. Parsons asked the Committee if they wished to proceed with the interviewing process as a smaller group or as the full Personnel Committee. It was the

consensus of the Committee that interviews should be held for the Human Resources Director position with the full Personnel Committee in attendance.

Mr. Bentley said that because the new Health & Human Services Building and the renovations/additions to the Municipal Center would require payment in 2007, a 1% sales tax increase should be instituted to aid with those costs. Mr. Stec agreed that the increase should be mandated and suggested that research begin with respect to the matter. Mr. Monroe suggested that the issue be referred to Mr. W. Thomas to appoint a Committee to review and research the proposed increase. Mr. Caimano agreed that the matter should be researched and he added that a 1% increase would net approximately \$14 million, provided that the funds were applied to the bottom line of the budget and were not to be raised by taxes. Mr. Monroe suggested that the sales tax could be raised by 1% across the board and at budget time the amount to be raised by taxes could be offset by the increase in sales tax monies received.

Discussion ensued.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to appoint the Budget Officer, Chairman of the Board and the Chairman of the Finance Committee to review the possibility of increasing the sales tax by 1%, and requiring presentation of their findings to the Finance Committee by January 2, 2007.

Mr. VanNess requested an executive session regarding pending litigation. Motion was made by Mr. VanNess, seconded by Mr. Belden and carried unanimously to declare executive session pursuant to Section 105(d) of the Public Officers Law.

Executive session ensued from 10:41 a.m. to 10:54 a.m.

Upon reconvening, Mr. Monroe advised that no action had been taken during executive session.

As there was no further business to come before the Finance Committee, on motion made by Mr. Stec and seconded by Mr. VanNess, Mr. Monroe adjourned the meeting at 10:55 a.m.

Respectfully Submitted,

Nicole Livingston, Second Deputy Clerk